

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE**

Schedule No. 2486

Page 1 of 2

Agency

Maryland Department of Agriculture

Division/Unit

Maryland Agricultural Commission-Unit 11

Item No.	Description Supersedes Schedule 1674	Retention
1.	Minutes: Contains the minutes of the Agricultural Commission filed by year.	Retain permanently and transfer periodically to the State Archives.
2.	Agendas: Contains the agendas of the Agricultural Commission filed by year.	Retain permanently and transfer periodically to the State Archives.
3.	Legislation: Contains notes and testimony.	Retain three (3) years then destroy.
4.	General Correspondence: Contains copies of letters, memos, e-mails, handouts, etc., to Commission members.	Screen and retain all material which serves to document the origin, development, functions and accomplishments of the Commission and periodically transfer to the State Archives. Retain all other material for three (3) years then destroy.

Schedule Approved by Department, Agency, or Division Representative.

Date

5/28/09

Signature

Hiller D. "Buddy" Barber

Typed Name

Title

Executive Director Md Ag Comm

Schedule Authorized by State Archivist

Date

16 Jun 09

Signature

Edward C. L. [Signature]

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**Item
No.**

Retention

- DGS 550-1A**